



International Women of Saskatoon (IWS) Position Description

JOB TITLE:
Language Assessor (LARC Regina)
TITLE OF IMMEDIATE SUPERVISOR:
Assistant Manager, LARC Saskatchewan Program
TITLES OF DIRECT REPORTS:
N/A
ORGANIZATIONAL PROFILE:
The International Women of Saskatoon (IWS) is a grassroots women’s organization and a registered charity established in 1985 with the mandate to help improve the status of newcomer/immigrant/refugee women and their families residing in Saskatoon and area by assisting them, using innovative programs and delivery strategies, to become full participating members of Canadian society.
PROGRAM DESCRIPTION:
The Language Assessment and Referral Centre (LARC) is a Program of the International Women of Saskatoon (IWS) that is funded by Immigration, Refugees, and Citizenship Canada (IRCC). Located on 13 th Avenue, the LARC Saskatchewan Program (Regina location) is a Centralized English language assessment center in Regina authorized to: <ul style="list-style-type: none"> • Conduct screening to determine eligibility for federally funded language programs • Provide free assessments to help determine clients’ current linguistic/language skills • Present clients with options for federal language training (LINC) programs
SUMMARY OF POSITION/MANDATE (PURPOSE):
Language Assessors will administer Canadian Language Benchmark Placement Test (CLBPT) and Canadian Language Benchmark Literacy Placement Tool (CLBLPT) to eligible Permanent Resident Clients. The Assessor will work out of the Language Assessment and Referral Centre (LARC) in collaboration with the other Centre Staff.
TASK DESCRIPTION:
<ul style="list-style-type: none"> • Prepare interview rooms, including ensuring that sufficient test materials and other required equipment are available for the testing process • Take steps to verify client, prior to the tests • Work collaboratively with Assessor Team Lead, other Language Assessors and LARC Admin/Operations Team to ensure exceptional client service delivery, target outcomes, and continuous improvement • Administer and conduct invigilation of language skills tests using the appropriate CLBPT and CLBLPT test forms and in compliance with the approved Placement Guidelines and the Organization's prescribed policies and protocols • When working on a 6.5/hour work schedule, be responsible for conducting 6 new assessments per day. <u>Notably however, the quantity of assessments required to be conducted on any given day will vary depending on the approved work hours/day.</u> • With proper regard to clients' initial screening reports vis-a-vis prior education/competencies by the Admin Assistants, ensure that accurate and complete test forms are used • In furtherance of the Organization's commitment to exceptional quality control and assurance, be committed to the practice of discussing and concurring with another assessor to agree on assigned language Benchmarks for skills levels • Be responsible for assigning CLB Level/Placement score according to the CCLB National Placement Guidelines • Provide client with feedback and answer questions relating to their English language proficiency • Communicate any identified special needs which may have an impact on clients' ability to access training to Client Support Workers



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- Ensure the privacy, confidentiality, and security of client information, test materials, other testing information and all other information pertaining to the Organization's capacity to serve the clients
- Work collaboratively with the Lead Assessor in the person's capacity as the Organization's Liaison for the purposes of assessments/content expertise and assessment related questions
- Attend Assessor Team and General Staff Meetings and relevant professional development trainings
- Maintain required professional certifications/standards for ESL/EAL Teaching and Language Assessments Professionals
- Be available to provide staff coverage in the absence of other assessors due to sick/vacation days

FACTOR INFORMATION

EDUCATION & EXPERIENCE

- A recognized University degree in English, linguistics/languages or similar field
- TESL training recognized by TESL Canada or Provincial teaching credentials
- Taught at least 300 hours of ESL to adults (should be in Canada)
- Knowledge of CLB demonstrated through use of and/or participation in CLB workshops
- Experience teaching LINC and/or Stage 1/2 is an asset

SKILLS & KNOWLEDGE

- Demonstrated experience teaching/conducting assessment(s) in the field of ESL (L, S, R, W)
- Demonstrated knowledge of the process of second language acquisition
- Excellent English communication (oral & writing) skills
- Ability to multi-task and work under pressure with minimum supervision independently and in cooperation/collaboration within a team
- Experience in the settlement sector and/or providing direct client services
- Excellent customer service, leadership, and problem-solving skills
- Proficiency in MS Office Applications and applicable client data management systems
- Positive attitude, enthusiastic and upbeat personality
- Knowledge of issues/challenges in the immigrant/refugee/newcomer community
- Valid Criminal Record Check/Vulnerable Sector Search
- Other language abilities is an asset

EFFORT

- May have multiple shifting priorities with frequent interruptions

WORKING CONDITIONS

- Will work in an office environment
- Mandatory attendance at training for assessor certification in CLBPT and CLBLPT
- Mandatory attendance for new employee orientation

HOURS OF WORK & SCHEDULE

- Contract: October 1, 2018 – March 31, 2019 (subject to renewal)
- 6.5 hours - 32.5 hours/week (one or more days/week depending on availability)
- Monday – Friday, 9:30am – 4:30pm

WAGE & BENEFITS

- \$26-\$28/hour depending on experience
- Standard Organization's Group Retirement Plan/Health and Dental Benefits, if/and upon eligibility



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CONTACT INFORMATION
APPLY TO:
HR/Policy Manager International Women of Saskatoon careers@iwssaskatoon.org
APPLY BY:
Friday, September 21, 2018
CONTRACT DURATION:
October 1, 2018 – March 31, 2019 (subject to renewal)
Note:
We also wish to advise that only those individuals who have been selected for an interview will be contacted.